

To be considered for a liquor licence, the applicant **must** provide the following preliminary requirements before the application can proceed.

- Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).
- Application for Liquor Licence (Form 5300).
- Particulars of Individual (Form 5013) completed by the proposed manager.
- A copy of the Certificate of Incorporation.
- A copy of the membership list (must be at least 50).
- Floor plan of the premises. Additional details about acceptable floor plans are provided on the back of this guideline.
- Proposed food menu with prices. A draft copy is acceptable.
- Liquor menu showing prices and ounces.

An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.

If the application meets preliminary requirements, it will be posted on AGLC's web site at [aglc.ca](http://aglc.ca) for 7 days. During this period, objections to the application may be submitted to AGLC's Board.

The application may proceed if there are no objections. The following items are required to finalize the application.

- Licence fee of \$200 per licence certificate. Licence fees are in addition to the \$200 application fee.
- Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).
- Executed copy of the lease agreement or certificate of title, in the name of the applicant.
- City business licence or written approval of the municipality.
- Fire approval.
- Approval of the responsible health authority.

The applicant may mail or deliver the completed package to the nearest AGLC office **OR** phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.

Once all documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to conduct a final inspection.

**A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED**

|  |   |  |  |   |
|--|---|--|--|---|
| <b>Head Office</b><br>50 Corriveau Avenue<br>St. Albert, Alberta<br>T8N 3T5<br><a href="mailto:liquorapplications@aglc.ca">liquorapplications@aglc.ca</a><br>1-855-506-1066 ext. 2 (toll-free) | <b>Calgary Office</b><br>310, 6715 - 8 Street NE<br>Calgary, Alberta<br>T2E 7H7<br><a href="mailto:liquorapplications.calgary@aglc.ca">liquorapplications.calgary@aglc.ca</a><br>Ph: 403-292-7300 | <b>Red Deer Office</b><br>3-7965 - 49 Avenue<br>Red Deer, Alberta<br>T4P 2V5<br><a href="mailto:liquorapplications.rd@aglc.ca">liquorapplications.rd@aglc.ca</a><br>Ph: 403-314-2656 | <b>Lethbridge Office</b><br>655 Wt Hill Blvd South<br>Lethbridge, Alberta<br>T1J 1Y6<br><a href="mailto:liquorapplications.leth@aglc.ca">liquorapplications.leth@aglc.ca</a><br>Ph: 403-331-6500 | <b>Grande Prairie Office</b><br>100-11039 78 Avenue<br>Grande Prairie, Alberta<br>T8W 2J7<br><a href="mailto:liquorapplications.gp@aglc.ca">liquorapplications.gp@aglc.ca</a><br>Ph: 780-832-3000 |
|--|---|--|--|---|

## **Floor Plan Requirements**

Floor plans may be blueprints, architectural drawings, or a line drawing.

If the applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. The drawing may include measurements.

In order to determine if the premises meets physical requirements for licensing, drawings must include details of physical layout, including all:

- entrances and exits
- washrooms
- kitchen
- liquor service area, service bar(s)
- dance floor
- dining areas
- seating
- games entertainment area, pool tables etc. where applicable

To be considered for a liquor licence, the applicant **must** provide the following preliminary requirements before the application can proceed.

- Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC). Not required for a Seniors' Residence.
- Application for Liquor Licence (Form 5300).
- Criminal Record Check (**must be original and obtained within the last 90 days**) from the RCMP or local police for all requested directors and shareholders of the applicant company and the proposed manager.
- Particulars of Individual (Form 5013) completed by all directors and shareholders and the proposed manager.
- Floor plan of the premises. Additional details about acceptable floor plans are provided below.
- Proposed food menu with prices. A draft copy is acceptable.
- Liquor menu showing prices and ounces.

An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.

If the application meets preliminary requirements, it will be posted on AGLC's web site at [aglc.ca](http://aglc.ca) for 7 days. During this period, objections to the application may be submitted to AGLC's Board.

The application may proceed if there are no objections. The following items are required to finalize the application.

- Licence fee of \$200 per licence certificate, licence fee of \$25 for Seniors Residences, licence fees are in addition to the \$200 application fee.
- Particulars of Incorporation of Company (Form 5231) if applicable.
- Particulars of Shareholding Company (Form 5231) if applicable.
- Certificate of Incorporation.
- Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).
- Executed copy of the lease agreement or certificate of title, in the name of the applicant.
- City business licence or written approval of the municipality.
- Fire approval.
- Approval of the responsible health authority.

The applicant may mail or deliver the completed package to the nearest AGLC office **OR** phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.

Once all documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to conduct a final inspection.

**A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL STEPS HAVE BEEN COMPLETED AND ALL INFORMATION IS PROVIDED**

|   |   |  |  |   |
|---|---|--|--|---|
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In order to determine if the premises meets physical requirements for licensing, drawings must include details of physical layout, including all:

- entrances and exits
- washrooms
- kitchen equipment
- liquor service area, service bar(s)
- dance floor (if applicable)
- dining areas
- seating
- games entertainment area, pool tables etc. where applicable

If the plans are not clear and detailed as described, the application may be subject to delay or not processed at all.

NAME OF APPLICANT:  
(Company, Partnership or Individual) \_\_\_\_\_

NAME OF PREMISES:  
(Operating/Trade Name) \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PREMISES PHONE: \_\_\_\_\_

APPLICATION CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

PREMISES MANAGER NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

AGLC requires a Communications Contact email address for the purpose of sharing and collecting important information related to liquor licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.

COMMUNICATION CONTACT EMAIL: \_\_\_\_\_

APPLICATION IS MADE FOR A LICENCE TO OPERATE IN ACCORDANCE WITH THE PROVISIONS OF THE *GAMING, LIQUOR AND CANNABIS ACT*; GAMING, LIQUOR AND CANNABIS REGULATION; AND ALL CONDITIONS PRESCRIBED BY THE BOARD OF AGLC.

THIS APPLICATION IS TO COVER - (PLEASE CHECK APPROPRIATE BOXES)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Club                                     | <input type="checkbox"/> Canteen  | <input type="checkbox"/> Travelers' Lounge |
| <input type="checkbox"/> Institution - Post Secondary Educational | <input type="checkbox"/> Institution – Senior Citizens' Residential/Hospital/Nursing Home |  |

BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORRECT.

DATE: \_\_\_\_\_

**X**

Signature of Applicant (Individual) or Applicant's Representative  
(Corporation/Partnership)

**In the event that the licence application process is not completed within one year of the submission date, AGLC may require that a new application be made.**

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to liquor licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

**TO: ALBERTA GAMING, LIQUOR AND CANNABIS (AGLC)**

1. The licensee named below (hereinafter referred to as the “licensee”) acknowledges its legal obligations under:
  - a) the *Gaming, Liquor and Cannabis Act (GLCA)*, specifically (but not limited to) Sections 66(2), and 67(2);
  - b) the *Gaming, Liquor and Cannabis Regulation (GLCR)*, specifically (but not limited to) Sections 80-85; and
  - c) the Licensee Handbook, and where applicable, Retail Liquor Store Handbook and General Merchandise Liquor Store Operating Guidelines.
2. The licensee acknowledges responsibility for ensuring that all staff employed by the licensee are aware of the requirements contained in this Acknowledgement and Undertaking and Appendices A and B.
3. Only liquor authorized by AGLC may be present in a licensed premises. A licensee who sells or possesses in his licensed premises liquor NOT authorized by AGLC will face disciplinary action and may also face prosecution.
4. The licensee acknowledges that all business conducted under a Class D Retail Liquor Store licence will be operated separately from any commonly owned or affiliated businesses as outlined in Section 3.1.1 of the Retail Liquor Store Handbook.
5. The licensee acknowledges that it is contrary to the GLCA, GLCR, and AGLC policy guidelines for a licensee or licensee staff to receive inducements (“benefits”) from a liquor supplier or liquor agency, to carry the liquor supplier or liquor agency’s product, give product exclusivity to the liquor supplier or liquor agency, or give preferential shelf position (in the case of Class D licensees).

Inducements include: money, free liquor, volume discounts, paid vacations, furniture, equipment, services (such as painting or decorating), items considered essential to the licensee’s operation, staff incentives, paid entertainment, paid advertising, or any other thing prohibited under the GLCA, GLCR, or AGLC policy.
6. The licensee acknowledges that failure to follow the requirements of the GLCA, GLCR, and AGLC policy (includes handbooks and operating guidelines) may result in prosecution under the GLCA or other legislation, or appearance before the Board of AGLC.
7. This Acknowledgement and Undertaking is being made to AGLC to ensure that the requirements of the GLCA, the GLCR, and AGLC policy governing prohibited relationships between liquor suppliers or liquor agencies and licensees are fully supported by both retailers and the hospitality industry.
8. The licensee undertakes to advise AGLC each time a liquor supplier or liquor agency offers an inducement to the licensee, or to an employee of the licensee.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Date (Year, Month, Day)

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Name of Licensed Premises

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Location (City, Town, Village)

The following describes monetary (or monetary value) inducements which liquor agencies or employees of liquor agencies, are prohibited from providing to licensees.

1. Payments, rebates or credits of any monetary value to licensees.
2. Deposits into licensee accounts in any direct or indirect manner.
3. Any liquor products other than nominal liquor product samples permitted under policy guidelines, "Product Promotions in Licensed Premises".
4. Interior decorating (e.g. painting, draperies, carpeting) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly involved with the licensee in a business relationship.
5. Furniture, equipment, signs, fixtures, or decorations normally required in the operation of a licensed premises.
6. All forms of entertainment (musical and other) that would normally be paid for by the licensee.
7. Refrigeration or dispensing equipment.
8. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
9. Seasons tickets to sporting or other events.
10. Full menu printing.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the GLCA, GLCR, or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

|                       |              |                   |              |
|-----------------------|--------------|-------------------|--------------|
| St. Albert Office     | 780-447-8600 | Lethbridge Office | 403-331-6500 |
| Calgary Office        | 403-292-7300 | Red Deer Office   | 403-314-2656 |
| Grande Prairie Office | 780-832-3000 |                   |              |

References: *Gaming, Liquor and Cannabis Act*, Sections 62, 66 and 67  
*Gaming, Liquor and Cannabis Regulation*, Sections 72-74, 80-85 and 87

**Please retain Appendix A and Appendix B for your records.**

The following are allowable product promotions or services which liquor agencies may provide to licensees. These are permitted under the *Gaming, Liquor and Cannabis Act (GLCA)*, *Gaming, Liquor and Cannabis Regulation (GLCR)* or the policy guidelines titled "Product Promotions".

1. Liquor product samples as allowed under policy guidelines, "Product Promotions".
2. Non-essential merchandise which includes product brand or corporate name.

Examples:

|                        |                          |  |
|------------------------|--------------------------|--|
| Aprons for staff       | Flags, pennants, banners | Quick pourers (speed spouts)             |
| Ashtrays               | Hats for staff           | Serviettes/napkins                       |
| Bar towels             | Inflatables              | Serving trays                            |
| Bottle openers         | Lapel pins               | Signs (not identifying the licensee)     |
| Change trays/tab trays | Menu clips               | Special schedules on display for patrons |
| Champagne corks        | Mirrors/clocks           | T-shirts                                 |
| Coasters               | Patio umbrellas          | Tent cards                               |
| Corkscrews             | Place mats               | Sweatshirts                              |
| Draught tap handles    | Plastic glasses          | Swizzle sticks                           |
| Drip mats              | Posters                  |  |

3. Other non-essential items sold to licensee at or above wholesale cost.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the GLCA, GLCR, or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

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References: *Gaming, Liquor and Cannabis Act*, Sections 62, 66 and 67  
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|                |  |            |  |     |  |  |  |
|----------------|--|------------|--|-----|--|--|--|
| NAME           | Surname  | First Name | Middle Name(s) (in full)   |     |  |  |  |
| MAIDEN NAME    | OTHER NAMES  |            |  |     |  |  |  |
| DATE OF BIRTH  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; text-align: center;">Year</td> <td style="width: 25%; border-right: 1px solid black; text-align: center;">Month</td> <td style="width: 25%; border-right: 1px solid black; text-align: center;">Day</td> <td style="width: 25%;"></td> </tr> </table> | Year       | Month  | Day |  | <input type="checkbox"/> CANADIAN CITIZEN<br><input type="checkbox"/> LANDED IMMIGRANT |  |
| Year           | Month  | Day        |  |     |  |  |  |
| PLACE OF BIRTH |  |            | CONTACT PHONE: <span style="border-bottom: 1px solid black;"></span> |     |  |  |  |
| EMAIL ADDRESS  |  |            |  |     |  |  |  |

**Please check (✓)**

Licensee/Registrant     
  Director     
  Shareholder     
  General Manager     
  Manager

General Manager/Manager ProServe Certification #:

|   |      |             |
|---|------|-------------|
| NAME OF APPLICANT:<br>(Company, Partnership)      |      |             |
| NAME OF REMISES/AGENCY:<br>(Operating/Trade Name) |      |             |
| STREET ADDRESS                                    |      |             |
|   | City | Postal Code |

I hereby authorize Alberta Gaming, Liquor & Cannabis to undertake a criminal record check, with any police agency, to determine my eligibility to be involved in liquor licensed premises and liquor agencies.

    
   
 Signature      Date

A privacy statement for the collection of personal information may be found at [www.aglc.ca](http://www.aglc.ca).

## UNAUTHORIZED / ILLEGAL LIQUOR ON LICENSED PREMISES

If you have purchased a licensed premises from a previous licensee, it is your responsibility to ensure that the liquor stock purchased can legally remain on the licensed premises.

The following information is provided so that applicants and/or licensees are clearly aware of what is considered unauthorized or illegal liquor.

- **Homemade wine, beer or cider.** These homemade products cannot be brought into a licensed premises or served at any licensed function, even if they are intended for a private function (wedding, retirement, etc.).
- **Homemade spirits** (moonshine) are illegal to manufacture and therefore cannot be brought into a licensed premises or served at any licensed function, even if they are intended for a private function (wedding, retirement, etc.).
- **Any liquor purchased directly from other provinces in Canada, the USA, or any foreign country.**
- **Any liquor NOT** purchased directly from the AGLC, a manufacturer authorized by the AGLC to warehouse and distribute liquor, or an authorized licensee.

### Note:

- Cooking liquor containing in excess of 20% alcohol by volume may be purchased directly from a manufacturer, supplier, or distributor. You **are required** to obtain a PRIVATE NON-SALE Special Event Licence from the AGLC. These cooking liquors cannot be resold or used for consumption other than in cooking.
- Cooking wines, stomach bitters and herbal beverages containing in excess of 20% alcohol by volume may **only be purchased** directly from the AGLC or an authorized licensee.

Licensees may wish to display unique liquor containers obtained from other countries. These containers may be displayed **only** when the container is unopened or the container is empty and labeled "Not for Sale" or "Collector Item".

It is important to understand that unauthorized or illegal liquor products found on licensed premises are subject to immediate seizure. The AGLC has a policy of "ZERO TOLERANCE" with respect to unauthorized or illegal liquor. A licensee may face a Board Hearing with a penalty which could include suspension or cancellation of the liquor licence.

If you have any questions or require further information, please contact the Regulatory Services Division in St. Albert at 780-447-8600, Grande Prairie at 780-832-3000, Calgary at 403-292-7300, Red Deer at 403-314-2656, or Lethbridge at 403-331-6500.



## PARTICULARS OF INCORPORATION OF COMPANY

|                             |   |
|-----------------------------|---|
| Operating/Trade Name: _____ |   |
| Street Address: _____       |   |
| City/Town: _____            | Postal Code _____                                     |
| Telephone _____             |   |
| Name of Corporation: _____  |   |
| Date of Incorporation _____ | Date of Registration in Alberta (if applicable) _____ |

**DIRECTORS/OFFICERS:**

| Name | Address | Phone Number | Position Held |
|------|---------|--------------|---------------|
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |

**SHAREHOLDERS:** (both voting and non-voting, and the number and class of shares that each holds)

| Name | Address | Percentage & No. of Shares Held |
|------|---------|---------------------------------|
|      |         |                                 |
|      |         |                                 |
|      |         |                                 |
|      |         |                                 |
|      |         |                                 |
|      |         |                                 |

**CERTIFIED CORRECT** by an authorized director of the Corporation, and by a Lawyer or CPA, as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

|                                       |   |
|---------------------------------------|---|
| _____<br>(Signature)<br>LAWYER or CPA | _____<br>(Signature of Director or Officer) |
| _____<br>(Firm)                       | _____<br>(please print name)                |

**ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.**

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of Alberta Gaming, Liquor and Cannabis in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact Alberta Gaming, Liquor and Cannabis, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876.



## PARTICULARS OF PARTNERSHIP

|                                 |             |   |       |
|---------------------------------|-------------|---|-------|
| Operating/Trade                 | Name: _____ |   |       |
| Street Address:                 | _____       |   |       |
| City/Town:                      | _____       | Postal Code                                     | _____ |
|                                 | _____       | Telephone                                       | _____ |
| Name of Registered Partnership: | _____       |   |       |
|                                 | _____       | Date of Registration                            | _____ |
|                                 |             | Date of Registration in Alberta (if applicable) | _____ |

**DIRECTORS:**

| Name | Address | Phone Number | Position Held |
|------|---------|--------------|---------------|
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |
|      |         |              |               |

**PARTNERS: (both general and registered)**

| Name | Address | Type of Partner |
|------|---------|-----------------|
|      |         |                 |
|      |         |                 |
|      |         |                 |
|      |         |                 |
|      |         |                 |
|      |         |                 |

**CERTIFIED CORRECT** by an authorized director of the Corporation, and by a Lawyer or CPA, as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

|                                       |  |
|---------------------------------------|--|
| _____<br>(Signature)<br>LAWYER or CPA | _____<br>(Signature of Director)         |
| _____<br>(Firm)                       | _____<br>(please print name of Director) |

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